

DDI

1. The most significant contributions made by the Management Staff for the period 30 September 1958 through 31 March 1959 were as follows:

- a. Made extensive recommendations (now being studied and carried out) to reduce costs of, and improve, support activities in the ED/S and ED/I Areas, including (a) development of a prototype public works and transportation management program at the major Agency training base. This should serve also as a basis for an improved program at other bases. (b) Simplification of procedures, reduction of paperwork and elimination of five positions in ED/I Administrative Staffs.

Recommended improvements in new pouch schedules which were proposed by the [] in order to increase security, resulting in a 15% reduction in laposed transit time and approximately a \$700,000 reduction in costs of the new schedules. [] has all ready accepted our WH Area proposals which result in improved security and timing.

- b. The DCI approved our recommendation for establishment of an Agency data processing committee to plan and coordinate an Agency program for efficient and economical use of electric accounting machines, electronic data processing equipment and photo-electronic retrieval devices. The continuing review of the use of business machines and equipment eliminated requests by operating offices to spend \$13,325 for purchase of new equipment and \$16,625 for continuation of equipment rental contracts.
- c. Records retirement, shelf filing and other records management activities have eliminated the need to purchase any filing cabinets during the current or next two fiscal years. Purchases during each of the past four fiscal years averaged almost \$190,000, and, prior to FY 1955, averaged one half million dollars per year.
- d. The Suggestion Awards Committee adopted 57 employee suggestions, granting awards totaling \$2,370.00, representing net first year tangible savings of \$22,887.88 plus intangible benefits, and awarded 8 Letters of Appreciation.

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